Objective 2— Create a Smart Layout manually

1. In the **job properties** pane, select **SmartLayout**  .
2. Add a Substrate.
3. Import the Artwork that will be used.
   Use the four files listed for Job 1.
4. Provide values for **Minimum Amount**, **Grain Direction**, **Artwork Rotation**, **Priority**, **Bleed Top**, **Bleed Right**, **Bleed Bottom**, and **Bleed Left**.
   For the purposes of this activity, you can accept the default values.
5. Select an item under **Sheets**, and provide values for **Fill Direction**, **Start Corner**, and **Margins**.
   Grain direction is dictated by the specified substrate and cannot be modified.
6. If desired, select one or more of the **Options**:
   a. **Guillotine Cut** (align items for the minimum number of cuts in the vertical direction)
   b. **Clearance** (enter a value)
7. To view the results of your settings, click **Create Solution**.
8. If desired, change the settings to produce different ganged layouts and click **Create Solution** to view the results.
9. Optional: To generate a job report that includes the following information, click **Save Report** and specify where to save the `.txt` file.
   You can do this any time after you create or apply a solution. Creating and comparing reports allows you to find the least number of sheets you need to print to produce the quantity required.
   - **Job Name** and **Date**
   - **Substrate**, **Work Area**, **Stock Coverage**, and **Press Runs**
   - For each solution: **#-up**, **Required**, and **Extra**
10. Under **Solutions**, select the solution that produced the best layout for your purposes.
11. Click **Apply**.
    The Smart Layout is added to the substrate. You can add marks to the layout as needed for identification and your other printing requirements.